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16. Compliance Buys

This document describes the functions available in the Vendor Management application for producing, monitoring and recording compliance buy information. The Compliance Buy Wizard is used to create compliance buy food instruments to help determine Vendor compliance within WIC program regulations. The food instruments created through the Vendor Management application are identical to WIC participant food instruments. The food instruments are then used at the Vendor's store by investigative staff. Compliance buy checks can be printed as an event or follow-up activity to an event. The Compliance Buy Returned follow-up activity can be added to the vendor's event log to record the shelf price, the price charged at the register, as well as the scanner price. The information can then be compared to determine Vendor compliance. A list of compliance buy check numbers can also be recorded in the Compliance Buy Checks follow-up activity.

16.1 Compliance Buys Wizard Selection

The Compliance Buys Wizard Selection dialog allows the user to choose either checks or EBT for the compliance buy for the WIC benefits food delivery system. The purpose of the dialog is to navigate to through the wizard to produce compliance buy checks or to navigate through the wizard using the controlled deck of compliance buy EBT cards and EBT accounts.

The dialog is invoked in response to the following user actions:

- Selection of the Compliance Buy event on the Events dialog as described in [Chapter 4 – Vendor Folder](#). The dialog will display in “add” mode.
- Selection of the Compliance Buy follow-up activity on the Follow-up Activities dialog as in [Chapter 4 – Vendor Folder](#). The dialog will display in “add” mode.

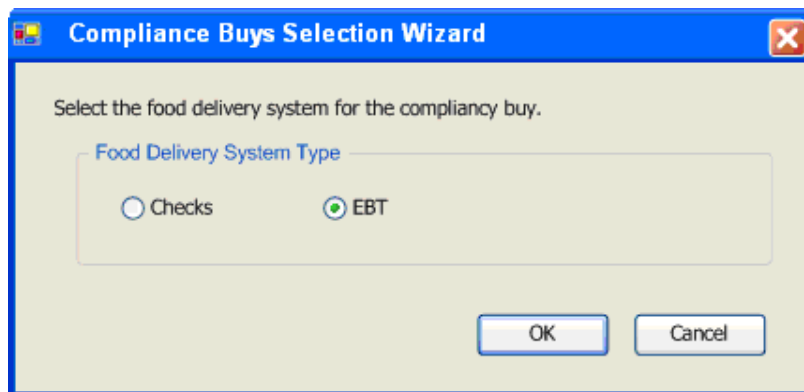


Figure 1 - Compliance Buys Wizard Selection

16.1.1 Controls

This section describes the behavior of the controls on the Compliance Buys Wizard Selection dialog.

16.1.1.1 Food Delivery System Type Radio Button Group

This group of radio buttons allows the user to select the type food delivery system for the compliance buy. The control will be enabled when the Compliance Buys Wizard Selection dialog is active. There will be two (2) types of the four types will be available, Check and EBT:

- Check
- EBT

The Check radio button will be the default selection. A selection is required in this control.

16.1.1.2 OK Button

This control allows the user to navigate to the correct Compliance Buys Wizard path and close the Compliance Buys Wizard Selection dialog. The OK button will be enabled when the Compliance Buys Wizard Selection dialog is active. Characteristics of the OK button are defined in the *Consistencies*.

16.1.1.3 Cancel Button

This control allows the user to exit the Compliance Buys Wizard Selection dialog. The Cancel button will be enabled when the Compliance Buys Wizard Selection dialog is active. Characteristics of the Cancel button are defined in the *Consistencies*.

16.1.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Meeting dialog.

16.1.2.1 Initializing the Interface

Upon initial presentation of the dialog:

- The title bar text will be set to 'Compliance Buys Wizard Selection'

16.1.2.2 Edits

None.

16.1.2.3 Saving the Data

Upon OK, the appropriate wizard is invoked.

- If the Check radio button is selected, the Compliance Buys Wizard dialog described later in this document is displayed to produce compliance buy checks.
- If the EBT radio button is selected, the Compliance Buys Wizard dialog described later in this document is displayed to produce compliance buy EBT.

16.1.2.4 Cancel

Upon selection of the Cancel button, the system will dismiss the Compliance Buys Wizard dialog without saving any of the information entered. The system will then return the user to the Event Log tab of the Vendor Folder.

16.2 Compliance Buy Wizard: Participant Information

EBT Ready: The Compliance Buy Wizard will display when the Checks option is selected on the Compliance Buys Selection dialog.

The Participant Information dialog of the Compliance Buy Wizard allows the user to enter information for a make-believe participant so that the food instruments will look like a normal participant check to the Vendor. The Participant Information dialog of the Compliance Buy Wizard is invoked in response to the following user actions:

- Selection of the Compliance Buy event on the Events dialog as described in [Chapter 4 – Vendor Folder](#). The dialog will display in “add” mode.
- Selection of the Compliance Buy follow-up activity on the Follow-up Activities dialog as in [Chapter 4 – Vendor Folder](#). The dialog will display in “add” mode.
- Selection of the Details button on the Event Log tab of the Vendor Folder when a Compliance Buy event is selected [Chapter 4 – Vendor Folder](#). The dialog will display in “view” mode.
- Selection of the Details button on the Event Log tab of the Vendor Folder when a Compliance Buy follow-up activity is selected [Chapter 4 – Vendor Folder](#). The dialog will display in “view” mode.

NOTE: If the state business rule EVNT_FLLUP_CMPL_BUY = ‘N’, a message will display when attempting to invoke the dialog that will read: “This function is not applicable for your state.”

The screenshot shows a Windows-style dialog box titled "Compliance Buys". Inside, there are three main sections. The first section, "Participant Information", includes a "Participant ID" field with the value "10000054", and input fields for "First Name", "Last Name", "Date of Birth" (formatted as __/__/__), and a "Category" dropdown menu. The second section, "Authorized Representative Name", has input fields for "First", "MI", and "Last" names. The third section, "Check Information", contains a "First Day to Use" date field (formatted as __/__/__) and two dropdown menus for "Local Agency ID" and "Clinic ID". At the bottom of the dialog are three buttons: "Cancel", "< Back", and "Next >".

Figure 2 - Compliance Buys Wizard - Participant Information Dialog (Add Mode)

Compliance Buys

Participant Information

Participant ID 10000054

First Name MICHAEL Last Name ST DUBBINS

Date of Birth 08/01/2004 Category INFANT

Authorized Representative Name

First JOEL MI D Last BHOMIN-GHAN

Check Information

First Day to Use 09/18/2004

Local Agency ID 01-CHICKASAW NATION STATE AGENCY

Clinic ID 001-CLINIC 001

Void < Back Next > Close

Figure 3 - Compliance Buys Wizard - Participant Information Dialog (View Mode)

16.2.1 Controls

This section describes the behavior of the controls on the Participant Information dialog.

16.2.1.1 Participant ID Text Label and Value

This control allows the user to view the participant ID the system has assigned to be used on the checks. The value label will be set to the value of the participant ID the system has assigned to use on the checks. The system assigns the next available State WIC ID number from the range of consigned IDs in the StateWICIDConsignment Entity. The control will be read only. The value will be displayed in the inverse color of the dialog.

16.2.1.2 Participant First Name Text Box (First Name)

This control allows the user to enter or view the first name of the make-believe participant to be used on the checks. The text box will be enabled when the Participant Information dialog is active and in add mode. It will be disabled in view mode and will display the previously saved value. The control will only accept entry of alphanumeric characters. The maximum size of the control will be twenty (20) characters. All alphabetic characters will be forced to uppercase. Special characters are not allowed.

16.2.1.3 Participant Last Name Text Box (Last Name)

This control allows the user to enter or view the last name of the make-believe participant to be used on the checks. The text box will be enabled when the Participant Information dialog is active and in add mode. It will be disabled in view mode and will display the previously saved value. The control will only accept entry of alphanumeric characters. All alphabetic characters will be forced to uppercase. Special characters are not allowed. The maximum size of the control will be twenty-five (25) characters.

16.2.1.4 Date of Birth Masked Edit Box

This control allows the user to enter or view the birth date of the make-believe participant. The masked edit box will be enabled when the Participant Information dialog is active and in add mode. It will be disabled in view mode and will display the previously saved value. The masked edit box will only accept entry of numeric digits. The mask on the box will be `##/##/####` to accept a date with a four digit year. The string entered must be a valid date in the format of MM/DD/CCYY or MM/DD/YY. If the latter, the system will automatically add the century to the year. The date entered must be equal to or greater than the system date.

NOTE: If a food prescription has already been completed on the Food Prescription dialog and the user returns to the Participant Information dialog using the Back button, the masked edit box is locked and the date previously entered is view only. Once the created food prescription is deleted on the Food Prescription dialog, the masked edit box is unlocked and the date can be changed if needed.

16.2.1.5 Category Dropdown

This control allows the user to select or view the type of participant to be used on the checks. The dropdown will be enabled when the Participant Information dialog is active and in add mode. It will be disabled in view mode and will display the previously saved value. It will be a read only drop down list. It is filled with a list of WIC categories from the WICStatus entity, which are displayed in alphabetical order within the list.

NOTE: If a food prescription has already been completed on the Food Prescription dialog and the user returns to the Participant Information dialog using the Back button, the dropdown is locked and the selection previously made is view only. Once the created food prescription is deleted on the Food Prescription dialog, the dropdown is unlocked and the selection can be changed if needed.

16.2.1.6 Authorized Representative First Name Text Box (First)

This control allows the user to enter or view the first name of the authorized representative of the make-believe participant to be used on the checks. The text box will be enabled when the Participant Information dialog is active, in add mode and the WIC Category selected is Infant or Child. It will be disabled in view mode and will display the previously saved value. The control will only accept entry of alphanumeric characters. All alphabetic characters will be forced to uppercase. Special characters are not allowed. The maximum size of the control will be twenty (20) characters.

16.2.1.7 Authorized Representative Middle Initial Text Box (MI)

This control allows the user to enter or view the middle initial name of the authorized representative for the make-believe participant to be used on the checks. The text box will be enabled when the Participant Information dialog is active, in add mode and the WIC Category selected is Infant or Child. It will be disabled in view mode and will display the previously saved value. The control will only accept entry of alphanumeric characters. All alphabetic characters will be forced to uppercase. Special characters are not allowed. The maximum size of the control will be one (1) character.

16.2.1.8 Authorized Representative Last Name Text Box (Last)

This control allows the user to enter or view the last name of the authorized representative for the make-believe participant to be used on the checks. The text box will be enabled when the Participant Information dialog is active, in add mode and the WIC Category selected is Infant or Child. It will be disabled in view mode and will display the previously saved value. The control will only accept entry of alphanumeric characters. All alphabetic characters will be forced to uppercase. Special characters are not allowed. The maximum size of the control will be twenty-five (25) characters.

16.2.1.9 First Day of Use Masked Edit Box

This control allows the user to enter or view the first day the check can be used. The masked edit box will be enabled when the Participant Information dialog is active and in add mode. It will be disabled in view mode and will display the previously saved value. The masked edit box will only accept entry of numeric digits. The mask on the box will be “###/###/####” to accept a date with a four digit year. The string entered must be a valid date in the format of MM/DD/CCYY or MM/DD/YY. If the latter, the system will automatically add the century to the year. The date entered must be equal to or greater than the current date.

NOTE: If a food prescription has already been completed on the Food Prescription dialog and the user returns to the Participant Information dialog using the Back button, the masked edit box is locked and the date previously entered is view only. Once the created food prescription is deleted on the Food Prescription dialog, the masked edit box is unlocked and the date can be changed if needed.

16.2.1.10 Local Agency ID Dropdown

This control allows the user to select or view the ID of the Local Agency where the checks can be used. The dropdown will be disabled if there is only one Agency listed in the Agency entity and display the Agency.Name. If more than one Agency exists in the Agency entity, the value will be enabled and will be initially blank. When in view mode, the previously saved value will be displayed. See Agency dropdown in *Consistencies*.

16.2.1.11 Clinic ID Dropdown

This control allows the user to select or view the ID of the clinic that issued the compliance buy check. The dropdown will be enabled when the Participant Information dialog is active, in add mode and a selection is made in the Local Agency ID dropdown. It will be disabled in view mode and will display the previously saved value. It is a read only drop down list. It is filled with a list of clinics from the SERVICE-SITE entity and will contain the clinics associated with the agency listed in the Agency ID dropdown. The clinics are displayed in numerical order within the list.

16.2.1.12 Cancel Button

This control allows the user to exit the Participant Information dialog without generating checks. The Cancel button will be visible and enabled when the Participant Information dialog is active in “add” mode. Characteristics for the Cancel button are defined in *Consistencies*.

16.2.1.13 Close Button

This control allows the user to exit the Participant Information dialog. The Close button will be visible and enabled when the Participant Information dialog is active in “view” mode. Characteristics for the Close button are defined in *Consistencies*.

16.2.1.14 Void Button

This control allows the user to void the Food Instrument associated with the Compliance Buy. The Void button will be visible when the Participant Information dialog is active in “view” mode. The button will be enabled only when the food instrument check(s) has been printed (written to the database) and has not been voided. The button will be disabled when the food instrument check(s) is still pending in the print queue (not written to the database) or has previously been voided. It has a mnemonic of V.

16.2.1.15 Back Button

This control will allow the user to return to the previous dialog of the Compliance Buy Wizard. The Back button will be disabled when the Participant Information dialog is displayed. It will have a mnemonic of "B".

16.2.1.16 Next Button

This control will allow the user to proceed to the next dialog of the Compliance Buy Wizard. The Next button will be enabled when the Participant Information dialog is displayed. It will have a mnemonic of "N" and will be the default button for the dialog.

16.2.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Participant Information dialog.

16.2.2.1 Initializing the Interface

Upon the initial display of the dialog:

- The title bar text will be set to "Compliance Buys".
- The label of the panel will be set to "Participant Information".
- In Add mode:
 - The Participant ID will default to the value assigned by the system.
 - All other fields and controls on this dialog default to blank.
 - The Authorized Representative fields will be initially disabled.
 - The Cancel, Back and Next buttons are visible.
 - The Back button is initially disabled.
- In View mode:
 - All fields display previously saved values as defined below in the Data Map for this dialog.
 - The Void, Back, Next and Close buttons are visible.
 - The Back button is initially disabled.

16.2.2.2 Edits (Next)

Upon selection of the Next button while the dialog is in 'Add' Mode:

- If an entry has not been made in one of the following controls
 - Participant First Name Text Box (First Name)
 - Participant Last Name Text Box (Last Name)
 - Authorized Representative First Name Text Box (First)
 - Authorized Representative Last Name Text Box (Last)
 - First Day of Use Masked Edit Box

the system will invoke a standard error message with the text "An entry is required for the <control label>."

- If a selection is not made in the following control
 - Category Dropdown
 - Local Agency ID Dropdown
 - Clinic ID Dropdown

the system will invoke a standard error message with the text “A selection is required in the <control label>.”

- If an invalid date has been entered in the following entry field
 - First Day of Use Masked Edit Box

the system will invoke the standard error message with the text “Invalid date entered.”

- If the Date of Birth entered is not valid for the WIC category selected, the system will invoke a standard error message with the text “The selected WIC category is not valid given the date of birth. Please correct your entry.”
- The system will proceed to the Food Prescription dialog.

16.2.2.3 Next

Upon selection of the Next button while the dialog is in ‘View’ mode:

- 1. The system will proceed to the Food Prescription dialog displaying the previously saved data.

16.2.2.4 Cancel

Upon selection of the Cancel button:

- The system will dismiss the Compliance Buys dialog without generating compliance buy checks. However, the participant ID number that was assigned will not become available for reuse. The system will return the user to the Event Log tab of the Vendor Folder dialog.

16.2.2.5 Void

Upon selection of the Void button:

- If the user does not have permission to void, the system will invoke a standard error message with the text, “You do not have the necessary permissions to void a compliance buy check. Please see the supervisor.”

- If the user has permission, the system will invoke a standard message box with the confirmation message, “Are you sure you want to void this compliance buy?” Upon selection of the Yes button, the system will void any checks remaining in the selected Compliance Buy Food Instrument Set that have not been previously paid or voided. The system will then return the user to the Event Log tab of the Vendor Folder dialog. If the user selects No, the system dismisses the confirmation message without voiding the compliance buy check(s) and returns the user to the Event Log tab of the Vendor Folder dialog.

16.2.2.6 Close

Upon selection of the Close button, the system will dismiss the Compliance Buys dialog. The system will return the user to the Event Log tab of the Vendor Folder.

16.2.2.7 Data Map

Control Label	Entity	Attribute	Business Rule Applicable
Note: The compliance buy participant information is saved to the compliance buy entity. Once a check is written the database, the check information is saved as defined in Chapter L – Food Prescription but flagged as a Compliance Buy check.			
(not visible)	ComplianceBuy	VendorID	
Participant ID	ComplianceBuy	StateWICID	
First Name	ComplianceBuy	FirstName	
Last Name	ComplianceBuy	LastName	
Date of Birth	ComplianceBuy	DateOfBirth	
Category	ComplianceBuy	WICStatus	
Authorized Representative Name: First	ComplianceBuy	AuthRepFirstName	
Authorized	ComplianceBuy	AuthRepMiddleInitia	

Control Label	Entity	Attribute	Business Rule Applicable
Representative Name: MI		1	
Authorized Representative Name: Last	ComplianceBuy	AuthRepLastName	
First Day to Use	ComplianceBuy	FirstDateToUse	
(not visible but prints on check: Calculated Value – add 30 days to FirstDateToUse)	ComplianceBuy	LastDateToUse	
Local Agency ID	ComplianceBuy	LastDateToUse	
Clinic ID	ComplianceBuy	ServiceSiteID	

16.3 Compliance Buy Wizard: Food Prescription

The Food Prescription dialog allows the user to view the food prescription for the make-believe participant. The food prescription determines the types and quantities of WIC foods that will be printed on the compliance buy checks. The user has the ability to create the full range of food prescriptions for the selected WIC Category. The Food Prescription dialog is invoked when the user selects the Next button on the Participant Information dialog as described above in this chapter.

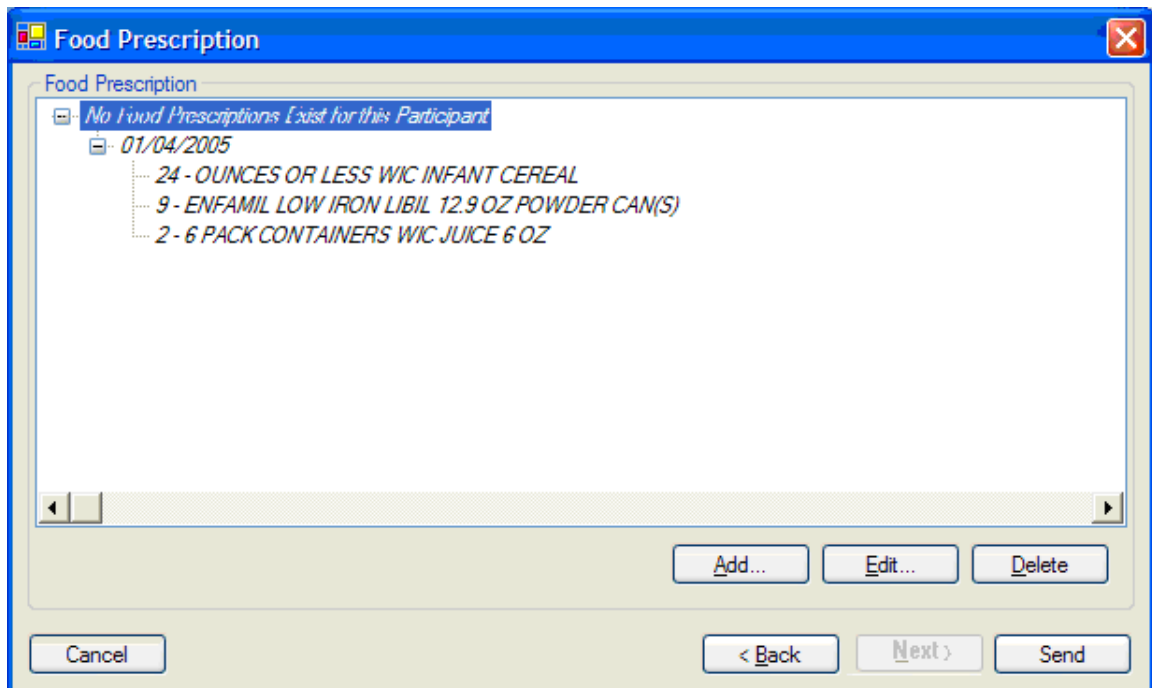


Figure 4 – Compliance Buy Wizard - Food Prescription Dialog (Add Mode)

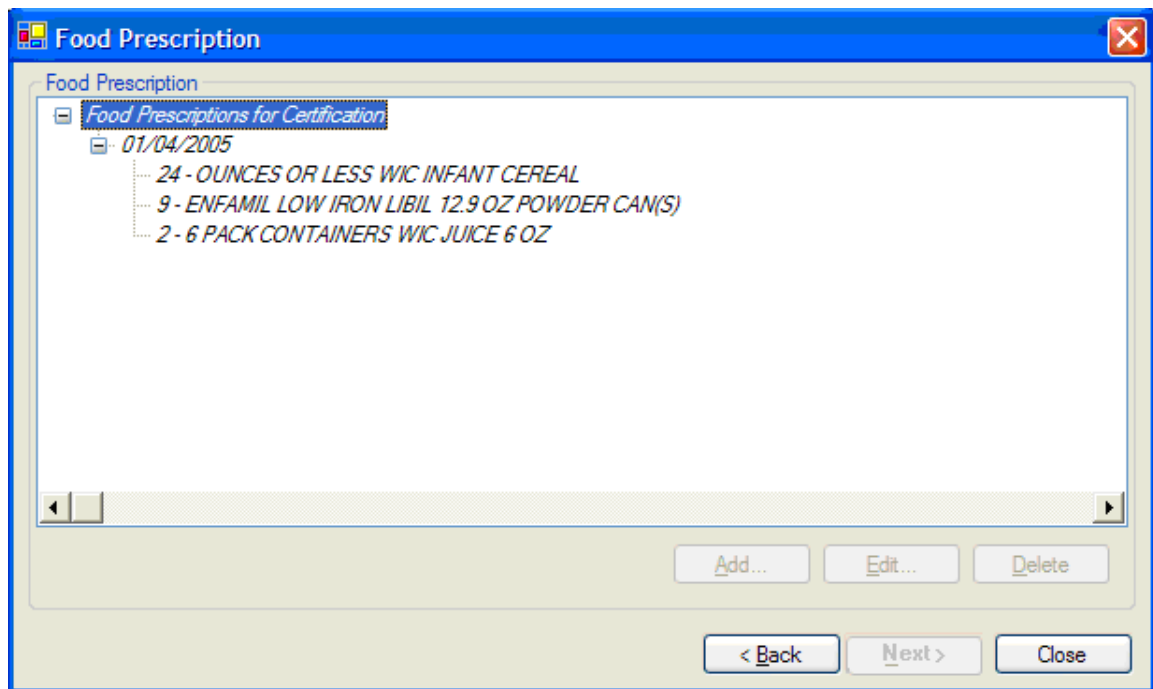


Figure 5 – Compliance Buy Wizard - Food Prescription Dialog (View Mode)

16.3.1 Controls

The standard controls and processes for this dialog are described in the common interface panels [Chapter L – Food Prescription](#). In addition to the standard controls, additional controls are used for this dialog.

16.3.1.1 Back Button

This control will allow the user to return to the previous dialog of the Compliance Buy Wizard. It will have a mnemonic of "B". The Back button will be enabled when the Compliance Buy Wizard - Food Prescription dialog is displayed.

16.3.1.2 Next Button

The Next button will be gray and disabled when the Compliance Buy Wizard - Food Prescription dialog is displayed.

16.3.1.3 Send Button

This control will allow the user to instruct the system to send a request to print the compliance buy checks to the Check printer queue designated in System Tools. The Send button will be enabled when the Food Prescription dialog is active in Add mode. It has no mnemonic and is the default button for the dialog.

16.3.1.4 Close Button

This control allows the user to exit the Food Prescription dialog. The Close button will be visible and enabled when the Food Prescription dialog is active in “view” mode. Characteristics for the Close button are defined in *Consistencies*.

16.3.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Food Prescription dialog.

16.3.2.1 Initializing the Interface

Upon the initial display of the dialog:

- In ‘Add’ mode, this dialog is defined in [Chapter L – Food Prescription](#).
- In ‘View’ mode:
 - The title bar text will be set to “Food Prescription”
 - The Food Prescription tree view will display the Food Prescription for the previously saved compliance buy.
 - The Back and Close buttons are enabled
 - The Add, Edit , Delete and Next buttons are disabled.

16.3.2.2 Back

Upon selection of the Back button, the system will display the Participant Information dialog described above in this document.

16.3.2.3 Send

Upon selection of the Send button, the system will check to see if a food prescription has been entered. If no food prescription has been entered, the system will invoke a standard message box with the text “You must enter a food prescription.” If a food prescription has been entered, the system will submit the print job to the Check printer queue designated in System Tools to allow the system to generate the Compliance Buy checks. A Compliance Buy event or follow-up activity will be added to the Event tab of the Vendor Folder, and the Vendor Events tree view on the Event Log tab of the Vendor Folder will be updated with the new information. The system will then return the user to the Event Log of the Vendor Folder dialog.

16.3.2.4 Close

Upon selection of the Close button, the system will close the Food Prescription dialog and return the user to the Event Log of the vendor folder.

16.4 Returned Compliance Buy Checks

When a Compliance Buy check is returned to the State, the user will record information about how the check was used. This information is used to determine when Violations and/or Sanctions need to be issued against the Vendor, as described in [Chapter 11 - Penalties Assessed](#). The Returned Compliance Buy Checks dialog allows the user to collect and process this information for up to four (4) compliance buy checks. If more than four (4) compliance buy checks are used for a Vendor during the same compliance buy visit, an additional Returned Compliance Buy follow-up activity must be created. Depending on the way the dialog is invoked, the controls may differ in “add” mode vs. “view” mode. If the dialog is in the “add” mode, the controls default to blank unless otherwise noted. If the dialog is in “view” mode, the controls will default to the previously saved values and will be read only. The Returned Compliance Buy Checks dialog is invoked in response to the following user actions:

- Selection of the Compliance Buy Returned Follow-up activity on the Follow-up Activities dialog [Chapter 4 – Vendor Folder](#). The dialog will display in “add” mode.
- Selection of the Details button on the Event Log tab when a Compliance Buy Returned follow-up activity is selected [Chapter 4 – Vendor Folder](#). The dialog will display in “view” mode.

NOTE: If the state business rule EVNT_FLLUP_CMPL_BUY_RETURNED = 'N', a message will display when attempting to invoke the dialog that will read: “This function is not applicable for your state.”

	Check 1	Check 2	Check 3	Check 4
Check Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Status	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Used Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bank Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Redeemed Amount	\$0.00	\$0.00	\$0.00	\$0.00
Shelf Amount	\$0.00	\$0.00	\$0.00	\$0.00
Purchase Amount	\$0.00	\$0.00	\$0.00	\$0.00
Scanner Amount	\$0.00	\$0.00	\$0.00	\$0.00
Amount (+/-)	\$0.00	\$0.00	\$0.00	\$0.00
Violation	Attempts to limit number of f Demands identification othe Discourteous to participants Does not follow proper chec Does not maintain a clean z Does not maintain a compe Fails to attend state vendor	Attempts to limit number of f Demands identification othe Discourteous to participants Does not follow proper chec Does not maintain a clean z Does not maintain a compe Fails to attend state vendor	Attempts to limit number of f Demands identification othe Discourteous to participants Does not follow proper chec Does not maintain a clean z Does not maintain a compe Fails to attend state vendor	Attempts to limit number of f Demands identification othe Discourteous to participants Does not follow proper chec Does not maintain a clean z Does not maintain a compe Fails to attend state vendor
Comments	<input type="text"/>			

Figure 6 - Returned Compliance Buy Checks Dialog

16.4.1 Controls

This section describes the behavior of the controls on the Returned Compliance Buy Checks dialog.

16.4.1.1 Check Number Masked Edit Box

This control allows the user to enter or view the check number of the returned compliance buy check. The masked edit box will be enabled when the Returned Compliance Buy Checks dialog is active. The masked edit box will only accept entry of numeric digits. The minimum and maximum size of the control will be eight (8) characters. Check numbers entered with less than eight (8) characters will be right justified with leading zeroes (0). When working in “add” mode, the field will initially be blank. When working in “view” mode, the control is populated with the previously saved selection.

16.4.1.2 Status Dropdown

This control allows the user to select or view the status of the check when it was returned.

The dropdown will be enabled when the Returned Compliance Buy Checks dialog is active. It will be a read only drop down list. It is filled with a list of check statuses from the ReferenceDictionary Entity, which is displayed in alphabetical order. When working in “add” mode, the field will initially be blank. When working in “view” mode, the control is populated with the previously saved selection.

16.4.1.3 Used Date Masked Edit Box

This control allows the user to enter or view the day the check was used. The masked edit box will be enabled when the Returned Compliance Buy Checks dialog is active. The masked edit box accepts entry of numeric digits. The mask on the box will be “99/99/9999” to accept a date with a four-digit year. The string entered must be a valid date in the format of MM/DD/CCYY or MM/DD/YY. If the latter the system will automatically add the century to the year. When working in “add” mode, the entry field will default to blank. When working in “view” mode, the control is populated with the previously saved entry and is read only.

16.4.1.4 Bank Date Masked Edit Box

This control allows the user to enter or view the day the check was received by the bank. The masked edit box will be enabled when the Returned Compliance Buy Checks dialog is active. The masked edit box accepts entry of numeric digits. The mask on the box will be “99/99/9999” to accept a date with a four-digit year. The string entered must be a valid date in the format of MM/DD/CCYY or MM/DD/YY. If the latter the system will automatically add the century to the year. When working in “add” mode, the entry field will default to blank. When working in “view” mode, the control is populated with the previously saved entry and is read only.

16.4.1.5 Redeemed Amount Masked Edit Box

This control allows the user to enter or view the amount for which the check was redeemed. The masked edit box will be enabled when the Returned Compliance Buy Checks dialog is active. The masked edit box will only allow the entry of numeric digits. The mask for the box will be “\$999,999,999.99” and will accept maximum size of eleven (11) characters. The entry will be formatted to accept up to nine (9) whole numbers and two (2) decimals. The only special characters accepted are the dollar sign, commas, and period (decimal). When working in “add” mode, the entry field will initially be set to zero dollars (\$0.00). When working in “view” mode, the control is populated with the previously saved entry.

16.4.1.6 Shelf Amount Masked Edit Box

This control allows the user to enter or view the shelf prices posted in the store for the food items purchased with the check and observed by the investigator. The masked edit box will be enabled when the Returned Compliance Buy Checks dialog is active. The masked edit box will only allow the entry of numeric digits. The mask for the box will be "\$999,999,999.99" and will accept maximum size of eleven (11) characters. The entry will be formatted to accept up to nine (9) whole numbers and two (2) decimals. The only special characters accepted are the dollar sign, commas, and period (decimal). When working in "add" mode, the entry field will initially be set to zero dollars (\$0.00). When working in "view" mode, the control is populated with the previously saved entry.

16.4.1.7 Purchase Amount Masked Edit Box

This control allows the user to enter or view the total price the investigator had expected to pay for the food items purchased with the check.

The masked edit box will be enabled when the Returned Compliance Buy Checks dialog is active. The masked edit box will only allow the entry of numeric digits. The mask for the box will be "\$999,999,999.99" and will accept maximum size of eleven (11) characters. The entry will be formatted to accept up to nine (9) whole numbers and two (2) decimals. The only special characters accepted are the dollar sign, commas, and period (decimal). When working in "add" mode, the entry field will initially be set to zero dollars (\$0.00). When working in "view" mode, the control is populated with the previously saved entry.

16.4.1.8 Scanner Amount Masked Edit Box

This control allows the user to enter or view the total price that was displayed when the food items purchased with the check were scanned at the Vendor location. The masked edit box will be enabled when the Returned Compliance Buy Checks dialog is active. The masked edit box will only allow the entry of numeric digits. The mask for the box will be "\$999,999,999.99" and will accept maximum size of eleven (11) characters. The entry will be formatted to accept up to nine (9) whole numbers and two (2) decimals. The only special characters accepted are the dollar sign, commas, and period (decimal). When working in "add" mode, the entry field will initially be set to zero dollars (\$0.00). When working in "view" mode, the control is populated with the previously saved entry.

16.4.1.9 Amount (+/-) Masked Edit Box

This control allows the user to view the potential amount of overcharge or undercharge that occurred on the check. The masked edit box will be calculated when the Redeemed Amount, the Purchase Amount, and the Scanned Amount are entered on the Returned Compliance Buy Checks dialog. The value of the masked edit box will be the difference between the value of the Redeemed Amount (RA) and the Scanned Amount (SA) or the difference between the value of the Redeemed Amount (RA) and the Purchase Amount (PA) whichever value (difference amount) is greater. Example: If $(RA-SA) > (RA-PA)$ then display the $(RA-SA)$ results, otherwise display the $(RA-PA)$ results. If the Scanned Amount or Purchase Amount is zero, then the non-zero amount will be used to calculate the difference. If both the Scanned Amount and Purchase Amount are zero, the value of the masked edit box will be \$0.00. A negative value is displayed in brackets (). This field is read only. The field will initially default to \$0.00.

16.4.1.10 Violation List Box

This control allows the user to select or view any violations observed as part of the compliance buy. The list box will be enabled when the Returned Compliance Buy Checks dialog is active. It will be a read only drop down list. It is filled with a list of staff members from the VIOLATIONTYPE Entity, which is displayed in alphabetical order. When a type of violation is selected, the number of sanction points associated with the violation type will display. Multiple items may be selected from the list. Navigation in the list box can be done using the vertical or horizontal scroll bars or the up, down, right, and left arrow keys. In addition, the first character of the item within the list can also make a selection. If there is more than one item within the list with the same first character, the user may select that character to move through the list of items beginning with that character and pressing enter when making a selection. A character that is selected and is not found in the list, no change is made. When working in “add” mode, the field will initially be blank. When working in “view” mode, the control is populated with the previously saved selection. The non-selection of any violations should be used to indicate that no violations were observed as part of the compliance buy.

16.4.1.11 Comments Text Box

This control allows the user to enter or view any comments concerning the compliance buy. The text box will be enabled when the Returned Compliance Buy Checks dialog is active. The control accepts entry of alphanumeric characters. The maximum size of the control will be four thousand (4,000) characters. All alphabetic characters will appear in mixed case (upper and lower case) depending on how entry was made. As text is entered in this control, the information will word wrap to accommodate multiple lines of text. Special characters are accepted in this text box. When working in “add” mode, the fields will initially be blank. When working in “view” mode, the control is populated with the previously saved entry.

16.4.1.12 OK Button

This control allows the user to instruct the system to save the check information and close the Compliance Buy Check dialog. The OK button will be enabled when the Returned Compliance Buy Checks dialog is active in “add” mode. (See Saving the Data in the Processing in this document.) Characteristics for the OK button are defined in *Consistencies*.

16.4.1.13 Cancel Button

This control allows the user to exit the Compliance Buy Check dialog without saving the check information. The Cancel button will be enabled when the Returned Compliance Buy Checks dialog is active in “add” mode. Characteristics for the Cancel button are defined in *Consistencies*.

16.4.1.14 Print Button

This control allows the user to generate the Compliance Buy Meeting letter when violations were observed. The Print button will be enabled when the Returned Compliance Buy Check dialog is in “view” mode and one or more violations are selected in the Violation list box, and a meeting has been scheduled to discuss the violations. It has a mnemonic of ‘P’.

16.4.1.15 Close Button

This control allows the user to exit the Returned Compliance Buy Check dialog. The Close button will be enabled when the Returned Compliance Buy Checks dialog is active in “view” mode. Characteristics for the Close button are defined in *Consistencies*.

16.4.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Returned Compliance Buy Checks dialog.

16.4.2.1 Initializing the Interface

Upon initial presentation of the dialog:

In 'Add' mode:

- The title bar text will be set to "Returned Compliance Buy Checks"
- The following controls will be initially blank for all Check 1, Check 2, Check 3 and Check 4:
 - Check Number masked edit box
 - Status dropdown
 - Used Date masked edit box
 - Bank Date masked edit box
- The following controls will default to \$0.00 for all Check 1, Check 2, Check 3 and Check 4:
 - Redeemed Amount masked edit box
 - Shelf Amount masked edit box
 - Purchase Amount masked edit box
 - Scanner Amount masked edit box
 - Amount (+/-) masked edit box
- The Violation list boxes will display all violations from the ViolationType entity in alphabetical order.
- The OK and Cancel buttons will be visible

In 'View' mode:

- The title bar text will be set to "Returned Compliance Buy Checks"
- The values will display previously saved values as defined in the data map for this dialog.
- The Print and Close buttons will be visible.

16.4.2.2 Edits

Upon selection of the OK button, the system will initiate a check for required and valid information.

- If an entry is not made in the following entry fields:
 - Check Number masked edit box
 - Used Date masked edit box
 - Bank Date masked edit box

the system will invoke a standard message with the message text, "An entry is required for the <control label>."

- If a selection is not made in the following:
 - Status dropdown

the system will invoke a standard message with the message text, "A selection is required in the <control label>."

- If a duplicate check number is entered during the same Follow-up Activities entry of Returned Compliance Buy Checks, the system will invoke a standard message with the text "The same check number was used more than once." Upon dismissal of the error message box, the system will automatically position the cursor to the field found in error to facilitate error correction.

- If an invalid date has been entered in a date field, the system will invoke a standard error message with the text “Invalid date entered.” Upon dismissal of the error message box, the system will automatically position the cursor to the field found in error to facilitate error correction.
- If the date entered in the Used Date or the Bank Date field is greater than the current system date, the system will invoke a standard error message with the text “Date entered must be less than or equal to today’s date.” Upon dismissal of the error message box, the system will automatically position the cursor to the field found in error to facilitate error correction.

16.4.2.3 Saving the Data

Upon successful completion of the above listed edits

- The system will save the compliance buy returned information.
- A Compliance Buy Returned Follow-up activity will be added to the Event Log of the Vendor
- The Vendor Events tree view on the Event Log tab of the Vendor Folder will be refreshed.
- If no violations were selected in the Violation list box, the system will return the user to the Event Log tab of the Vendor Folder.
- If one or more violations were selected in the Violation list box, the system will display a standard message with the text “Do you want to schedule a meeting?” The message box will have Yes, No, and Cancel buttons. Upon selection of the Yes button, the system will invoke the Meetings dialog as described in this document. Upon selection of the No button, the system will save the compliance buy information to the Vendor Folder as described above. Upon selection of the Cancel button, the system will dismiss the message box and return to the Returned Compliance Buy Checks dialog.

16.4.2.4 Cancel

Upon selection of the Cancel button, the system will dismiss the Returned Compliance Buy Checks dialog without saving any of the information entered and return the user to the Event Log tab of the Vendor Folder.

16.4.2.5 Print

Upon selection of the Print button, the system will invoke the Send Compliance Buy Meeting dialog as described in this chapter.

16.4.2.6 Close

Upon selection of the Close button, the system will dismiss the Returned Compliance Buy Checks dialog and return the user to the Event Log tab of the Vendor Folder.

16.4.2.7 Data Map

Control Label	Entity	Attribute	Business Rule Applicable
A Violation and ReturnedComplianceBuyViolation record will be inserted for each violation selected.			
Check Number	ReturnedComplianceBuyFi Violation ReturnedComplianceBuyViolation	SerialNumber CheckSerialNumber SerialNumber	
Status	ReturnedComplianceBuyFi	ReturnedStatus	
Used Date	ReturnedComplianceBuyFi Violation Violation	FirstDateToUse IdentifiedDate OccurredDate	
Bank Date	ReturnedComplianceBuyFi	BankDate	
Redeemed Amount	ReturnedComplianceBuyFi	RedeemedAmount	
Shelf Amount	ReturnedComplianceBuyFi	ShelfAmount	
Purchase Amount	ReturnedComplianceBuyFi	PurchaseAmount	
Scanner Amount	ReturnedComplianceBuyFi	ScannerAmount	
Comments	ReturnedComplianceBuy	Comments	

Violation	Violation	ViolationType	
Violation	ReturnedCompliance BuyViolaton	ViolationType	

16.5 Compliance Buy Meeting

When violations are found during a compliance buy, the user has the option to schedule a Compliance Buy meeting with the Vendor. The Meeting dialog will allow the user to indicate when the Compliance Buy meeting has been scheduled. The Meeting dialog is invoked when the user selects the OK button on the Returned Compliance Buy Checks dialog while violations are selected in the Violation list box. The Meeting dialog is invoked in response to the following user actions:

- Selection of the Yes button in response to the standard message dialog with the text “Do you want to schedule a meeting?” The dialog will display in “add” mode.
- Selection of the Print button on the Returned Compliance Buy Checks dialog when violations are selected in the Violations list box and a meeting is scheduled to discuss the violations. The dialog will display in “view” mode.

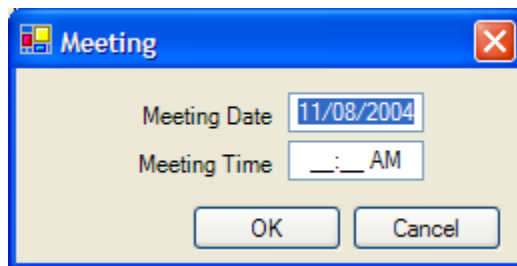


Figure 7 - Meeting Dialog

16.5.1 Controls

This section describes the behavior of the controls on the Meeting dialog.

16.5.1.1 Meeting Date Masked Edit Box

This control allows the user to enter or view the date for the Compliance Buy meeting. The masked edit box will be enabled when the Meeting dialog is active. The masked edit box accepts entry of numeric digits. The mask on the box will be “99/99/9999” to accept a date with a four-digit year. The string entered must be a valid date in the format of MM/DD/CCYY or MM/DD/YY. If the latter the system will automatically add the century to the year. This control defaults to the present system date.

16.5.1.2 Meeting Time Masked Edit Box

This control allows the user to enter or view the time for the Compliance Buy meeting. The masked edit box will be enabled when the Meeting dialog is active. The edit box accepts entry of numeric digits with a mask format of “99:99” or HH:MM. The HH equals a two-digit hour and the MM equals two-digit minute(s). Upon beginning the entry of a time, the system automatically formats it and also inserts AM. In order to change the time to AM or PM the user will select the “A” or “P” letter on the keyboard. The masked edit box will initially be blank.

16.5.1.3 OK Button

This control allows the user to instruct the system to save the meeting information and close the Meeting dialog. The OK button will be enabled when the Meeting dialog is active. (See Saving the Data in the Processing in this chapter.) Characteristics for the OK button are defined in *Consistencies*.

16.5.1.4 Cancel Button

This control allows the user to exit the Meeting dialog without saving the meeting information. The Cancel button will be enabled when the Meeting dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

16.5.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Meeting dialog.

16.5.2.1 Initializing the Interface

Upon initial presentation of the dialog:

In “Add” mode:

- The title bar text will be set to ‘Meeting’
- The Meeting Date will be set to the current system date
- The Meeting Time will be initially blank
- The OK and Cancel buttons will be visible

In “Edit” mode:

- The title bar text will be set to ‘Meeting’
- The values will display the previously entered values as defined in the data map for this dialog.
- The OK and Cancel buttons will be visible

16.5.2.2 Edits

Upon selection of the OK button, the system will initiate a check for required and valid information.

- If an entry is not made in the following:

- Meeting Date masked edit box
- Meeting Time masked edit box

the system will invoke a standard error message with the text “An entry is required for the <control label>”.

- If an invalid date has been entered in a date field, the system will invoke a standard error message with the text “Invalid date entered.”

16.5.2.3 Saving the Data

Once the controls have been validated, the system saves the data and invokes the Send Compliance Buy Meeting Letter dialog described later in this document.

16.5.2.4 Cancel

Upon selection of the Cancel button, the system will dismiss the Meeting dialog without saving any of the information entered. The system will then return the user to the Event Log tab of the Vendor Folder.

16.5.2.5 Data Map

Control Label	Entity	Attribute	Business Rule Applicable
Meeting Date	ReturnedCompliance Buy	MeetingDate	
Meeting Time	ReturnedCompliance Buy	MeetingTime	

16.6 Send Compliance Buy Meeting Letter

The Send Compliance Buy Meeting Letter dialog allows the user to select which address will receive a copy of the Compliance Buy Meeting letter, and who at the address will be the recipient of the Compliance Buy Meeting letter. After the user identifies these items, the system will generate the required Compliance Buy Meeting letters. If indicated by the user, the system will also generate a mailing label for each Compliance Buy Meeting letter generated. For each selected recipient, the system will generate a Compliance Buy Meeting letter and mailing label for every selected address. The Send Compliance Buy Meeting Letter dialog is invoked when the user selects the OK button on the Meetings dialog described above in this document.

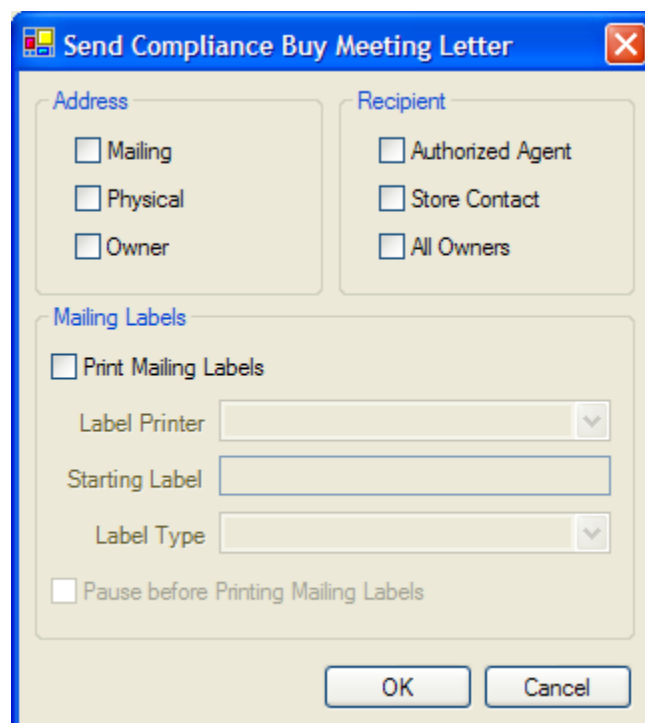


Figure 8 - Send Compliance Buy Meeting Letter Dialog

16.6.1 Controls

The controls on this dialog are described in [Chapter 20 – Vendor Form letters](#).

16.6.2 Processing

In addition to the standard processes, additional processes take place on this dialog.

16.6.2.1 Initializing the Interface

Upon initial presentation of the dialog:

- The title bar text will be set to “Send Compliance Buy Meeting Letter”
- The remaining controls will function as defined for the Send Letter dialog in [Chapter 20 – Vendor Form Letters](#).

16.6.2.2 Saving the Data

Upon successful completion of the standard edits:

- The system will save the Meeting information as defined in the Data Map for this dialog.
- The system will save the Send Letter follow-up activity to the Compliance Buy Meeting activity as defined for the Send Letter dialog in [Chapter 20 – Vendor Form Letters](#)
- The system will return the user to the Event Log tab of the Vendor Folder and refresh the display tree view.

16.6.2.3 Cancel

Upon selection of the Cancel button:

- The system will save the Meeting information as defined in the Data Map for this dialog
- The system will dismiss the Send Compliance Buy Meeting Letter dialog and return the user to the Event Log tab of the Vendor Folder.

16.7 EBT Compliance Buys Wizard: EBT Account Information

EBT Ready: The EBT Compliance Buy Wizard will display when the EBT option is selected on the Compliance Buys Selection dialog.

The EBT Compliance Buy Wizard: EBT Account Information dialog of the Compliance Buy Wizard allows the user to enter information for a make-believe participant so that the food instruments will look like a normal participant check to the Vendor. The Participant Information dialog of the Compliance Buy Wizard is invoked in response to the following user actions:

- Selection of the Compliance Buy event on the Events dialog as described in [Chapter 4 – Vendor Folder](#). The dialog will display in “add” mode.
- Selection of the Compliance Buy follow-up activity on the Follow-up Activities dialog as in [Chapter 4 – Vendor Folder](#). The dialog will display in “add” mode.
- Selection of the Details button on the Event Log tab of the Vendor Folder when a Compliance Buy event is selected [Chapter 4 – Vendor Folder](#). The dialog will display in “view” mode.
- Selection of the Details button on the Event Log tab of the Vendor Folder when a Compliance Buy follow-up activity is selected [Chapter 4 – Vendor Folder](#). The dialog will display in “view” mode.

NOTE: If the state business rule EVNT_FLLUP_CMPL_BUY = ‘N’, a message will display when attempting to invoke the dialog that will read: “This function is not applicable for your state.”

This option will be disabled if the FI_ENABLE_DELIVERYSYSTEMTYPE_EBT business rule is set to “N” (No) or if the Clinic logged into is not EBT certification status is set to “Not Ready”.

EBT Compliance Buys Wizard - EBT Account Information

Household

Address

County City

State ZIP Telephone

EBT

Authorized Representative/Proxy Name 1:

Last First MI

Benefit Period Start Day

EBT PAN#

Food Instrument Information

First Day to Use

Agency ID

Clinic ID

Figure 9 – EBT Compliance Buys Wizard – EBT Account Information Dialog

16.7.1 Controls

This section describes the behavior of the controls on the EBT Compliance Buys Wizard – EBT Account Information dialog.

16.7.1.1 Address Text Box (Address)

This control allows the user to enter the residence address of the household. The control will be enabled when the EBT Compliance Buys Wizard – EBT Account Information dialog is active. Only characters A-Z, 0-9, {space}, and the following characters (' . - # /) are allowed. It will convert all entered characters to upper case. The maximum size of this control will be fifty (50) characters

16.7.1.2 County Dropdown (County)

The control will be enabled when the EBT Compliance Buys Wizard – EBT Account Information dialog is active and a valid 2-character State code has been entered in the State masked edit box. The County dropdown will display a list of counties from the County entity for the user's state in alphabetic order. Upon a selection in the County dropdown the City dropdown will become enabled. Upon a change in county, the City dropdown will be cleared and remain enabled.

16.7.1.3 City Dropdown (City)

The Dropdown will be enabled when the EBT Compliance Buys Wizard – EBT Account Information dialog is active and a county is selected in the County dropdown. The dropdown displays a sub-set list of cities listed in the LocalMunicipality entity in alphabetic order sub-set by CountyCd.

16.7.1.4 State Masked Edit Box (State)

This control allows the user to enter the residence state of the household. The control will be enabled when the EBT Compliance Buys Wizard – EBT Account Information dialog is active.

16.7.1.5 Residence ZIP Code Text Box (ZIP)

This control allows the user to enter the ZIP code of the household. The control will be enabled when the EBT Account Information dialog is active. The mask for the box will be "#####-####".

16.7.1.6 Authorized Representative/Proxy 1 Last Name Text Box (Last)

The text box will be enabled when the EBT Compliance Buys Wizard – EBT Account Information dialog is active. The control will only accept entry of alpha and the following characters (' , . -). The maximum size of this control will be twenty-five (25) characters. It will initially be blank. This is the name of the person who will have access to the Card PIN.

16.7.1.7 Authorized Representative/Proxy 1 First Name Text Box (First)

The text box will be enabled when the EBT Compliance Buys Wizard – EBT Account Information dialog is active. The control will only accept entry of alpha and the following characters (' , . -). The maximum size of this control will be twenty (20) characters. It will initially be blank.

16.7.1.8 Authorized Representative/Proxy 1 Middle Initial Text Box (MI)

The text box will be enabled when the EBT Compliance Buys Wizard – EBT Account Information dialog is active. The control will only accept entry of alpha characters. The maximum size of this control will be one (1) character. It will initially be blank.

16.7.1.9 Agency ID Dropdown

This control allows the user to select the ID of the Agency. The dropdown will be disabled if there is only one Agency listed in the Agency entity and display the Agency.Name. If more than one Agency exists in the Agency entity, the value will be enabled and will be initially blank. When in view mode, the previously saved value will be displayed. See Agency dropdown in *Consistencies*.

16.7.1.10 Clinic ID Dropdown

This control allows the user to select the ID of the clinic that issued the compliance buy check. The dropdown will be enabled when the EBT Compliance Buys Wizard – EBT Account Information dialog is active, in add mode and a selection is made in the Local Agency ID dropdown. It will be disabled in view mode and will display the previously saved value. It is a read only drop down list. It is filled with a list of clinics from the SERVICE-SITE entity and will contain the clinics associated with the agency listed in the Agency ID dropdown. The clinics are displayed in numerical order within the list.

16.7.1.11 Void Button

This control allows the user to void the EBT Food Instrument associated with the EBT Compliance Buy. The Void button will be visible when the EBT Compliance Buy Wizard dialog is active in “view”. The button will be enabled only when the EBT food instrument has been written to the database. It has a mnemonic of V.

16.7.1.12 Next Button

This control will allow the user to proceed to the next dialog of the EBT Compliance Buy Wizard. The Next button will be visible and enabled when the Participant Information dialog is displayed. It will have a mnemonic of “N” and will be the default button for the dialog.

16.7.1.13 Cancel Button (Add)

This control allows the user to exit the EBT Compliance Buys Wizard – EBT Account Information dialog without generating checks. The Cancel button will be visible and enabled when the EBT Compliance Buys Wizard – EBT Account Information dialog is active in “add” mode. Characteristics for the Cancel button are defined in *Consistencies*.

16.7.1.14 Close Button (View)

This control allows the user to exit the EBT Compliance Buys Wizard – EBT Account Information dialog. The Close button will be visible and enabled when the Participant Information dialog is active in “view” mode. Characteristics for the Close button are defined in *Consistencies*.

16.7.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Participant Information dialog.

16.7.2.1 Initializing the Interface

Upon the initial display of the dialog:

- The title bar text will be set to “EBT Compliance Buys Wizard – EBT Account Information”.
- In Add mode:
 - All other fields and controls on this dialog default to blank.
 - The Authorized Representative fields will be initially disabled.
 - The Cancel, Back and Next buttons are visible.
 - The Back button is initially disabled.
- In View mode:
 - All fields display previously saved values as defined below in the Data Map for this dialog.
 - The Void, Back, Next and Close buttons are visible.
 - The Back button is initially disabled.

16.7.2.2 Edits (Next)

Upon selection of the Next button while the dialog is in ‘Add’ Mode:

- If an entry has not been made in one of the following controls
 - Address Text Box
 - State Text Box
 - ZIP Text Box
 - Telephone
 - Authorized Representative First Name Text Box (First)
 - Authorized Representative Last Name Text Box (Last)
 - Authorized Representative Middle Initial Text Box (MI)
 - First Day of Use Masked Edit Box

the system will invoke a standard error message with the text “An entry is required for the <control label>.”

- If a selection is not made in the following control
 - County Dropdown
 - City Dropdown
 - Benefit Start Day
 - Agency ID Dropdown
 - Clinic ID Dropdown

the system will invoke a standard error message with the text “A selection is required in the <control label>.”

- If an invalid date has been entered in the following entry field
 - First Day of Use Masked Edit Box

the system will invoke the standard error message with the text “Invalid date entered.”

- If the EBT PAN# entered is not assigned, the system will invoke a standard error message with the text “The EBT PAN# (card number) must be assigned.”
- The system will proceed to the Participant dialog Food Prescription dialogs.

16.7.2.3 Void

Upon selection of the Void button:

- If the user does not have permission to void, the system will invoke a standard error message with the text, “You do not have the necessary permissions to void a compliance buy EBT food instrument. Please see the supervisor.”
- If the user has permission, the system will invoke a standard message box with the confirmation message, “Are you sure you want to void compliance buy EBT food instrument(s)?” Upon selection of the Yes button, the system will display the EBT Compliance Buys Wizard - Confirm EBT Food Instruments to Void dialog. If the user selects No, the system dismisses the confirmation message.

16.7.2.4 Next

Upon selection of the Next button while the dialog is in ‘View’ mode:

- The system will proceed to the EBT Compliance Buys Wizard – EBT Participant Information dialog displaying the previously saved data.

16.7.2.5 Cancel (Add)

Upon selection of the Cancel button:

- The system will dismiss the EBT Compliance Buys Wizard – EBT Account Information dialog without generating compliance buys. However, the participant ID number that was assigned will not become available for reuse. The system will return the user to the Event Log tab of the Vendor Folder dialog.

16.7.2.6 Close (View)

Upon selection of the Close button, the system will dismiss the EBT Compliance Buys Wizard – EBT Account Information dialog. The system will return the user to the Event Log tab of the Vendor Folder.

16.8 EBT Compliance Buys Wizard: Participant Information

The EBT Compliance Buys Wizard Participant Information dialog allows the user to view a list of participant information added for the EBT compliance buy. Make-believe participant(s) must be added. EBT food benefits must be prescribed and issued. The issuance must be aggregated; if more than one member is established, under the compliance buy EBT account to look like a normal EBT card to the Vendor.

The Participant Information dialog of the EBT Compliance Buy Wizard is invoked in response to the following user actions:

- Taking the next button on the EBT Compliance Buy Wizard: EBT Account Information dialog.

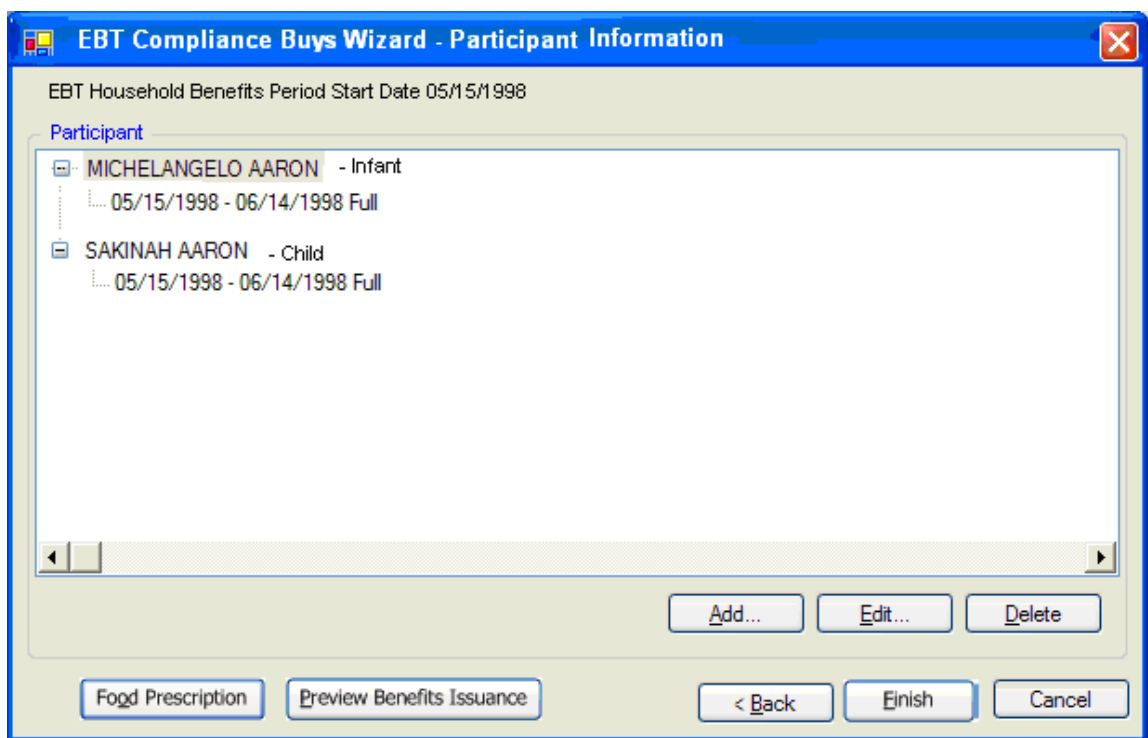


Figure 10 - EBT Compliance Buys Wizard Participant Information Dialog

16.8.1 Controls

This section describes the behavior of the controls on the EBT Compliance Buys Wizard Participant Information dialog.

16.8.1.1 Participant Tree

This control allows the user to view all participants entered. The tree will be enabled when the EBT Compliance Buys Wizard Participant Information dialog is active. It consists of the following nodes:

- Participant
- EBT Food Instrument (Based On Prescription)

An entry will be added to the tree based on the Food Prescription. The order will be the order recorded. The values in the tree are read-only. The user may select a single entry in the tree.

16.8.1.2 Add Button

This control allows the user to insert the make-believe EBT Compliance Buy Participant into the EBT Compliance Buy Participant tree. This button will be enabled when the EBT Compliance Buys Wizard Participant Information dialog is active. It has a mnemonic of "A".

16.8.1.3 Edit Button

This control allows the user to edit the selected EBT Compliance Buy Participant in the EBT Compliance Buy Participant tree. This button will be enabled when the EBT Compliance Buy Participant entry is highlighted. It has a mnemonic of "E".

16.8.1.4 Delete Button

This control allows the user to delete the make-believe EBT Compliance Buy Participant selected in the make-believe EBT Compliance Buy Participant tree. This button will be enabled when a make-believe EBT Compliance Buy Participant tree entry is highlighted. It has a mnemonic of "D".

16.8.1.5 Food Prescription

This control allows the user to add/edit a food prescription for the make-believe Participant selected in the EBT Compliance Buy Participant tree. This button will be enabled when a make-believe EBT Compliance Buy Participant tree entry is highlighted. It has a mnemonic of "O".

16.8.1.6 Preview Issuance

This control allows the user to add/edit a food prescription for the make-believe Participant selected in the EBT Compliance Buy Participant tree. This button will be enabled when a make-believe EBT Compliance Buy Participant tree entry is highlighted. It has a mnemonic of "O".

16.8.1.7 Back Button

This control will allow the user to return to the previous dialog of the EBT Compliance Buys Wizard. The Back button will be disabled when the EBT Compliance Buys Wizard Participant Information dialog is displayed. It will have a mnemonic of "B".

16.8.1.8 Finish Button

This control allows the user to complete the wizard and save the EBT Compliance Buy information to the database. The Finish button is enabled when the EBT Compliance Buys Wizard Participant Information dialog is active. The mnemonic for the button is "F".

16.8.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Participant Information dialog.

16.8.2.1 *Initializing the Interface*

Upon the initial display of the dialog:

- The title bar text will be set to “EBT Compliance Buys Wizard Participant Information”.
- In Add mode:
 - The Participant ID will default to the value assigned by the system.
 - All other fields and controls on this dialog default to blank.
 - The Authorized Representative fields will be initially disabled.
- In View mode:
 - All fields display previously saved values as defined below in the Data Map for this dialog.
 - The display fields are disabled.

16.8.2.2 *Edits (Finish)*

Upon selection of the Next button while the dialog is in ‘Add’ Mode:

- If at least on participant has not been recorded, the system will invoke a standard error message with the text “At least one participant must be entered.”
- A food prescription must be recorded for each participant recorded, the system will invoke a standard error message with the text “You must enter a food prescription for “{Participant}.”

16.8.2.3 *Cancel*

Upon selection of the Cancel button:

- The system will dismiss the EBT Compliance Buys dialog without generating saving any data. However, the participant ID number(s) assigned will not become available for reuse. The system will return the user to the Event Log tab of the Vendor Folder dialog.

16.8.2.4 *Close*

Upon selection of the Close button, the system will dismiss the EBT Compliance Buys Wizard dialog. The system will return the user to the Event Log tab of the Vendor Folder.

16.8.2.5 *Saving the Data*

Upon successful completion of the above listed edits:

- Upon selection of the Finish button in add mode, the system will check that a selection is made in the following controls if they are enabled.
 - Address Text Box
 - County Dropdown
 - City Dropdown
 - State Text Box
 - ZIP Text Box
 - Telephone
 - Authorized Representative First Name Text Box (First)
 - Authorized Representative Last Name Text Box (Last)
 - Authorized Representative Middle Initial Text Box (MI)
 - Benefit Start Day
 - First Day of Use Masked Edit Box
 - Agency ID Dropdown
 - Clinic ID Dropdown
 - EBT PAN #
- The system will save the data:
 - EBT Account
 - Assigned EBT Card
 - Produce the EBT Compliance Buy
 - EBT Compliance Buy Members
 - Food Prescriptions
 - EBT Food instruments
- The system will proceed back to the EBT Compliance Buy Wizard: EBT Account Information dialog to allow the user load the EBT card:
 - Aggregated the EBT Food instruments issued benefits and load EBT Compliance Buy
- An EBT Compliance Buy event or follow-up activity will be added to the Event tab of the Vendor Folder, and the Vendor Events tree view on the Event Log tab of the Vendor Folder will be updated with the new information. The system will then return the user to the Event Log of the Vendor Folder dialog.

16.8.2.6 Data Map

Control Label	Entity	Attribute	Business Rule Applicable
Note: The compliance buy participant information is saved to the compliance buy entity. Once a check is written the database, the check information is saved as defined in Chapter L – Food Prescription but flagged as a Compliance Buy check.			
(not visible)	EBTComplianceBuy	VendorID	

Control Label	Entity	Attribute	Business Rule Applicable
Date	EBTComplianceBuy		
EBTAccountID	EBTComplianceBuy		
EBT PAN# (Card)	EBTComplianceBuy		
Address	EBTComplianceBuy		
County	EBTComplianceBuy		
City	EBTComplianceBuy		
State	EBTComplianceBuy		
Zip	EBTComplianceBuy		
Telephone	EBTComplianceBuy		
Status	EBTComplianceBuy		
Authorized Representative /Proxy Name 1: First	EBTComplianceBuy		
Authorized Representative /Proxy Name 1: MI	EBTComplianceBuy		
Authorized Representative /Proxy Name 1: Last	EBTComplianceBuy		
EBT Benefit Period Start Day	EBTComplianceBuy		
First Day to Use	EBTComplianceBuy		

Control Label	Entity	Attribute	Business Rule Applicable
First Day to Use	EBTComplianceBuy		
Local Agency ID	EBTComplianceBuy		
Clinic ID	EBTComplianceBuy		
Participant ID	EBTComplianceBuy Member	StateWICID	
First Name	EBTComplianceBuy Member	FirstName	
Last Name	EBTComplianceBuy Member	LastName	
Date of Birth	EBTComplianceBuy Member	DateOfBirth	
Category	EBTComplianceBuy Member	WICStatus	

16.9 EBT Compliance Buys Wizard: Participant

The EBT Compliance Buys Wizard Participant dialog allows the user to enter information for make-believe participant(s) to produce EBT food benefits issuance and aggregate a household's issuance onto an EBT card to look like a normal EBT card to the Vendor. The EBT Compliance Buys Wizard Participant is invoked in response to the following user actions:

- Taking the Add button on the EBT Compliance Buys Wizard: Participant Information dialog.
- Taking the Edit button on the EBT Compliance Buys Wizard: Participant Information dialog.

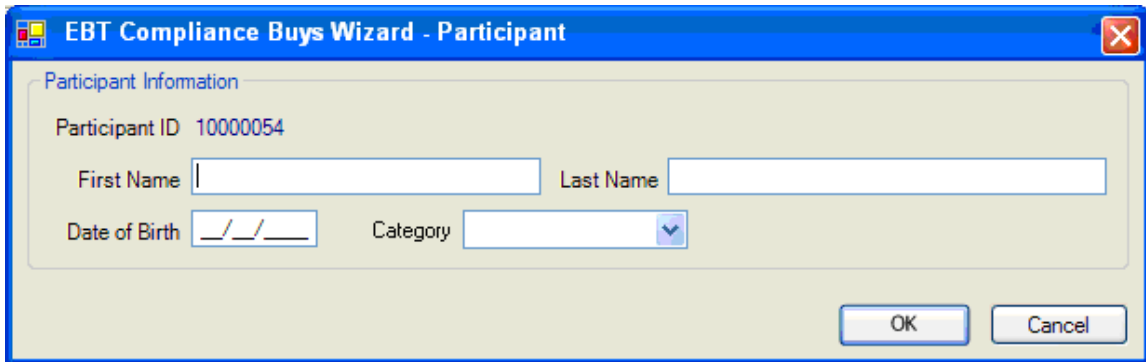


Figure 11 – EBT Compliance Buys Wizard - Participant Dialog (Add Mode)

16.9.1 Controls

This section describes the behavior of the controls on the EBT Compliance Buys Wizard: Participant dialog.

16.9.1.1 Participant ID Text Label and Value

This control allows the user to view the participant ID the system has assigned to be used as the fictitious member. The value label will be set to the value of the participant ID the system has assigned to use as the fictitious member for the compliance buy. The system assigns the next available State WIC ID number from the range of consigned IDs in the StateWICIDConsignment Entity. The control will be read only. The value will be displayed in the inverse color of the dialog.

16.9.1.2 Participant First Name Text Box (First Name)

This control allows the user to enter or view the first name of the make-believe participant to be used on the checks. The text box will be enabled when the EBT Compliance Buys Wizard: Participant dialog is active and in add mode. It will be disabled in view mode and will display the previously saved value. The control will only accept entry of alphanumeric characters. The maximum size of the control will be twenty (20) characters. All alphabetic characters will be forced to uppercase. Special characters are not allowed.

16.9.1.3 Participant Last Name Text Box (Last Name)

This control allows the user to enter or view the last name of the make-believe participant to be used on the checks. The text box will be enabled when the EBT Compliance Buys Wizard: Participant dialog is active and in add mode. It will be disabled in view mode and will display the previously saved value. The control will only accept entry of alphanumeric characters. All alphabetic characters will be forced to uppercase. Special characters are not allowed. The maximum size of the control will be twenty-five (25) characters.

16.9.1.4 Date of Birth Masked Edit Box

This control allows the user to enter or view the birth date of the make-believe participant. The masked edit box will be enabled when the EBT Compliance Buys Wizard: Participant dialog is active and in add mode. It will be disabled in view mode and will display the previously saved value. The masked edit box will only accept entry of numeric digits. The mask on the box will be `##/##/####` to accept a date with a four digit year. The string entered must be a valid date in the format of MM/DD/CCYY or MM/DD/YY. If the latter, the system will automatically add the century to the year. The date entered must be equal to or greater than the system date.

NOTE: If a food prescription has already been completed on the Food Prescription dialog and the user returns to the EBT Compliance Buys Wizard: Participant dialog using the Back button, the masked edit box is locked and the date previously entered is view only. Once the created food prescription is deleted on the Food Prescription dialog, the masked edit box is unlocked and the date can be changed if needed.

16.9.1.5 Category Dropdown

This control allows the user to select or view the type of participant to be used on the checks. The dropdown will be enabled when the EBT Compliance Buys Wizard: Participant dialog is active and in add mode. It will be disabled in view mode and will display the previously saved value. It will be a read only drop down list. It is filled with a list of WIC categories from the WICStatus entity, which are displayed in alphabetical order within the list.

NOTE: If a food prescription has already been completed on the Food Prescription dialog and the user returns to the EBT Compliance Buys Wizard: Participant dialog using the Back button, the dropdown is locked and the selection previously made is view only. Once the created food prescription is deleted on the Food Prescription dialog, the dropdown is unlocked and the selection can be changed if needed.

16.9.1.6 Cancel Button (add)

This control allows the user to exit the EBT Compliance Buys Wizard: Participant dialog without generating checks. The Cancel button will be visible and enabled when the EBT Compliance Buys Wizard: Participant dialog is active in “add” mode. Characteristics for the Cancel button are defined in *Consistencies*.

16.9.1.7 Close Button (view)

This control allows the user to exit the EBT Compliance Buys Wizard: Participant dialog. The Close button will be visible and enabled when the EBT Compliance Buys Wizard: Participant dialog is active in “view” mode. Characteristics for the Close button are defined in *Consistencies*.

16.9.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Participant Information dialog.

16.9.2.1 Initializing the Interface

Upon the initial display of the dialog:

- The title bar text will be set to “EBT Compliance Buys Wizard: Participant”.
- In Add mode:
 - The Participant ID will default to the value assigned by the system.
 - All other fields and controls on this dialog default to blank.

16.9.2.2 Edits (Next)

Upon selection of the Next button while the dialog is in ‘Add’ Mode:

- If an entry has not been made in one of the following controls
 - Participant First Name Text Box (First Name)
 - Participant Last Name Text Box (Last Name)

the system will invoke a standard error message with the text “An entry is required for the <control label>.”
- If a selection is not made in the following control
 - Category Dropdown

the system will invoke a standard error message with the text “A selection is required in the <control label>.”
- If the Date of Birth entered is not valid for the WIC category selected, the system will invoke a standard error message with the text “The selected WIC category is not valid given the date of birth. Please correct your entry.”

16.9.2.3 Close

Upon selection of the Close button, the system will dismiss the Compliance Buys dialog. The system will return the user to the Event Log tab of the Vendor Folder.

16.10 EBT Compliance Buys Wizard: Food Prescription

The Food Prescription dialog allows the user to view the food prescription for the make-believe participant. The food prescription determines the types and quantities of WIC foods that will be printed on the compliance buy checks. The user has the ability to create the full range of food prescriptions for the selected WIC Category. The Food Prescription dialog is invoked when the user selects the Add or Edit button on the EBT Compliance Buys Wizard: Participant Information dialog as described above in this chapter.

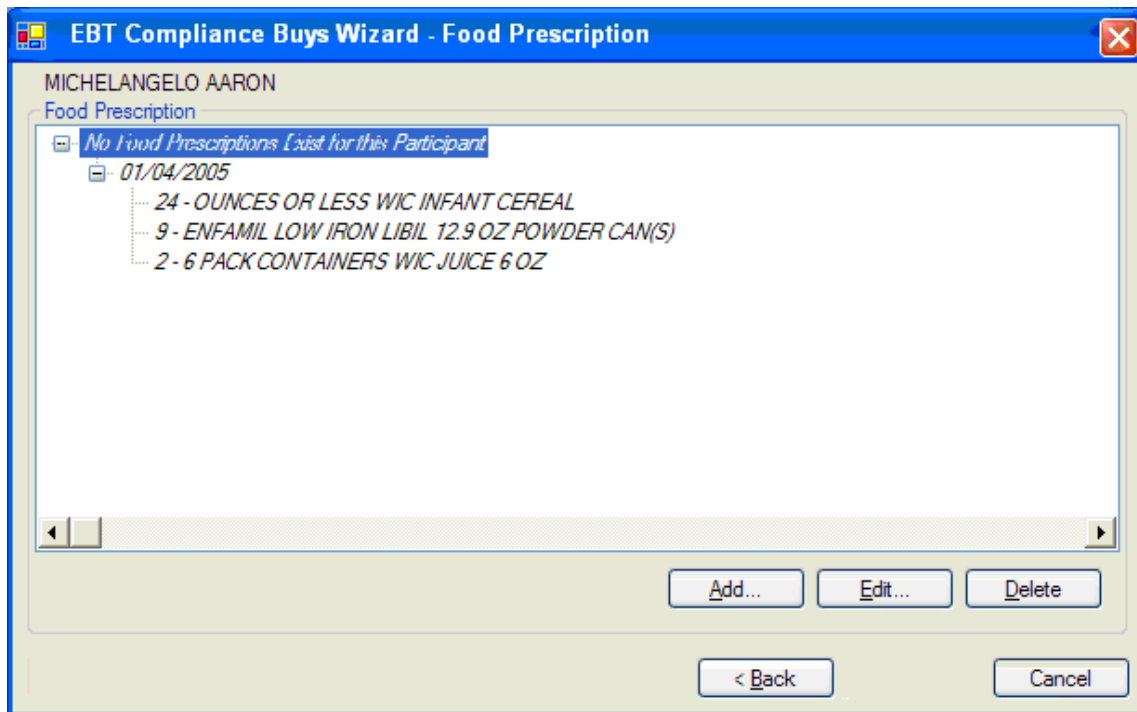


Figure 12 – EBT Compliance Buys Wizard - Food Prescription Dialog (Add Mode)

16.10.1 Controls

The standard controls and processes for this dialog are described in the common interface panels [Chapter L – Food Prescription](#). In addition to the standard controls, additional controls are used for this dialog.

16.10.1.1 Back Button

This control will allow the user to return to the previous dialog of the EBT Compliance Buys Wizard: Participant Information dialog. It will have a mnemonic of "B". The Back button will be enabled when the Compliance Buy Wizard - Food Prescription dialog is displayed.

16.10.1.2 Cancel Button (add)

This control allows the user to exit the EBT Compliance Buys Wizard - Participant Information dialog. The Cancel button will be visible and enabled when the EBT Compliance Buys Wizard - Participant dialog is active in “add” mode. Characteristics for the Cancel button are defined in *Consistencies*.

16.10.1.3 Close Button (view)

This control allows the user to exit the EBT Compliance Buys Wizard - Food Prescription dialog. The Close button will be visible and enabled when the EBT Compliance Buys Wizard - Food Prescription dialog is active in “view” mode. Characteristics for the Close button are defined in *Consistencies*.

16.10.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Food Prescription dialog.

16.10.2.1 Initializing the Interface

Upon the initial display of the dialog:

- In ‘Add’ mode, this dialog is defined in [Chapter L – Food Prescription](#).
- In ‘View’ mode:
 - The title bar text will be set to “EBT Compliance Buys Wizard - Food Prescription”
 - The Food Prescription tree view will display the Food Prescription for the previously saved compliance buy.
 - The Back and Close buttons are enabled
 - The Add, Edit , Delete and Next buttons are disabled.

16.10.2.2 Back

Upon selection of the Back button, the system will display the EBT Compliance Buys Wizard - Participant Information dialog described above in this document.

16.10.2.3 Close

Upon selection of the Close button, the system will close the EBT Compliance Buys Wizard - Food Prescription dialog and return the user to the EBT Compliance Buys Wizard – Participation Information dialog.

16.11 EBT Compliance Buys Wizard - Confirm EBT Food Instruments to Void

The EBT Compliance Buys Wizard - Confirm EBT Food Instruments to Void dialog allows the user to confirm that the selected EBT Food Instruments are to be voided. It is invoked when the user selects the Void button on the EBT Compliance Buys Wizard – EBT Account Information dialog.

All unredeemed benefits on the food instruments will be voided.

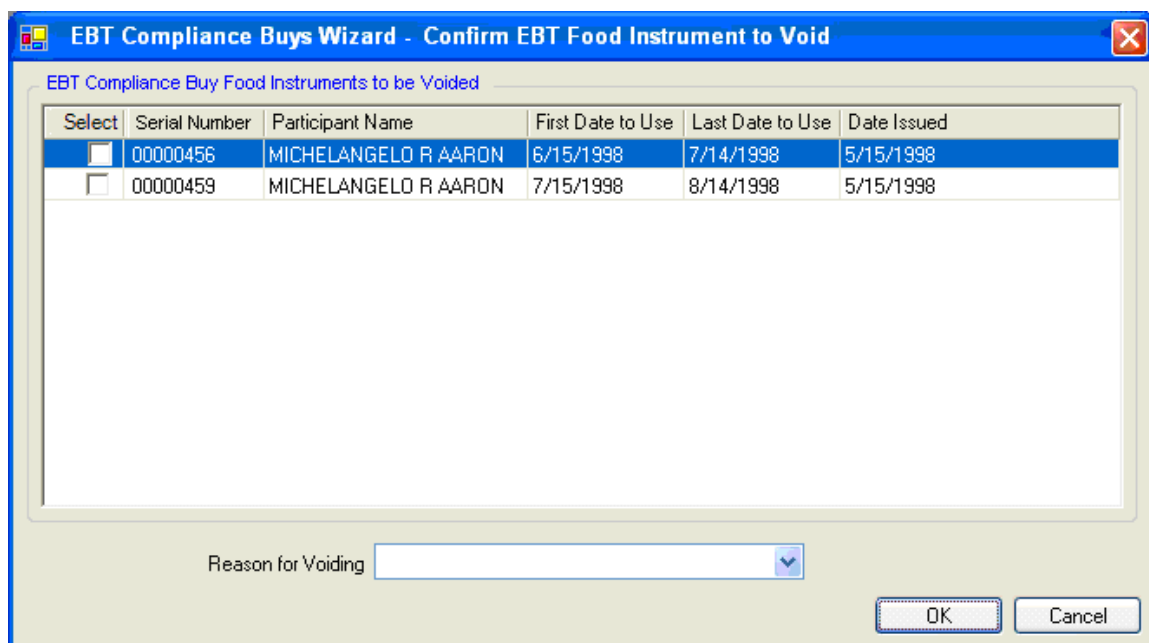


Figure 13 - EBT Compliance Buys Wizard - Confirm EBT Food Instruments to Void Dialog

16.11.1 Controls

This section describes the behavior of the controls on the EBT Compliance Buys Wizard - Confirm EBT Food Instruments to Void dialog.

16.11.1.1 EBT Compliance Buy Food Instrument to be Voided Display Grid

This control allows the user to view only the EBT Food Instrument(s) on this compliance buy. The user may select and confirm that the correct EBT Food Instruments will be voided. The display grid will be enabled when the EBT Compliance Buys Wizard - Confirm EBT Food Instruments to Void dialog is active. It consists of the following columns:

- Select
- Serial Number
- Participant Name
- First Date to Use
- Last Date to Use
- Date Issued

An entry will be added to the grid for each EBT Food Instrument on this EBT compliance buy. The grid will be sorted by participant last name and then the value of the First Date to Use column. The values on the grid are read-only.

16.11.1.2 Reason for Voiding Dropdown

This control allows the user to select the reason the checks on the Selected Checks display grid are to be voided. The dropdown will be enabled when the EBT Compliance Buys Wizard - Confirm EBT Food Instruments to Void dialog is active. It will be filled with a list of void reasons from the reference dictionary table of the lookup database. It will initially be blank.

16.11.1.3 OK Button

This control allows the user to instruct the system to void the checks in the Selected EBT Food Instruments display grid. The OK button will be enabled when the EBT Compliance Buys Wizard - Confirm EBT Food Instruments to Void dialog is active. Characteristics for the OK button are defined in *Consistencies*.

16.11.1.4 Cancel Button

This control allows the user to exit the EBT Compliance Buys Wizard - Confirm EBT Food Instruments to Void dialog and return to the EBT Compliance Buys Wizard – EBT Account Information dialog without voiding any EBT Food Instruments. The Cancel button will be enabled when the EBT Compliance Buys Wizard - Confirm EBT Food Instruments to Void dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

16.11.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the EBT Compliance Buys Wizard - Confirm EBT Food Instruments to Void dialog.

16.11.2.1 Initializing the Interface

Upon initial display of the dialog:

- The title bar text will be set to “the EBT Compliance Buys Wizard - Confirm EBT Food Instruments to Void”.
- An entry will be added to the grid for each EBT Food Instrument on this EBT compliance buy. The grid will be sorted by participant last name and then the value of the First Date to Use column.
- The Reason for Voiding dropdown will be initially blank.

16.11.2.2 Edits

Upon selection of the OK button:

- The system will check that a selection is made in the Reason for Voiding dropdown. If a selection is not made in the dropdown, the system will invoke a standard error message with the text “A selection is required in the Reason for Voiding.”

16.11.2.3 Void EBT Food Instruments

Upon successful completion of the above-listed edits, the system will void the EBT Food Instruments listed in the Selected EBT Food Instruments display grid with the reason specified in the Reason for Voiding dropdown.

All unredeemed benefits on the food instrument will be voided.

16.11.2.4 Cancel

Upon selection of the Cancel button, the system will dismiss the dialog without saving and return to the calling window.